



Town of Barrington, RI ZONING BOARD OF REVIEW PROCESS CHECKLIST

Need to apply for a dimensional/use variance, and/or a special-use permit? See the process checklist below to help guide you through the process:

- **Submit your application (at least a month before hearing date)**
 - See [the application instructions](#) for more information/details on the requirements.
Thirteen copies of:
 - Application
 - All Supporting Documents, including abutters list and radius map, site plan, narrative, etc.
 - Submit filing fee in the form of a check. Checks are to be made out to “Town of Barrington, RI.” Payment is required for an application to be officially submitted.
 - Applications are due the date of the prior month’s hearing, so please plan accordingly. The Board meets on the third Thursday of each month. [See due date timeline on the town’s website.](#)
- **Confirm your placement on the agenda (2-3 weeks before hearing date).**

The agenda will be posted on the [Secretary of State’s website](#) about 3 weeks prior to the hearing date, with abutters notices and notice to the Barrington Times advertised at least 14 days prior to the hearing (taken care of by the Town). Please check the agenda to confirm where on the agenda your application is so you may plan accordingly.
- **IF APPLICABLE: submit any outstanding supporting documentation you wish to be reviewed by the Board due no later than the Monday before the meeting at 7:00 PM, even if such day is a holiday.**

This includes a pending survey, letters of support, or anything else you wish to include.
- **Attend the Zoning Board meeting to present your application.**

[See the application instructions](#) for more information and details on representation.
- **Receive recorded Zoning Board Decision via USPS mail (about 2-4 weeks after the hearing date).**

Please note that the recorded decision is required prior to moving forward with a permit. Please wait until you have a copy of the decision prior to the permit process.